Position Announcement
Groundskeeper I

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

Position Title: Groundskeeper I
Posting Date: October 17, 2018
Start Date: Immediately
Classification: Non-Exempt Staff

Expectations - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and must support Howard Payne University's sincere religious beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church. As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

Job Summary: Maintains university grounds in a manner that shows pride in the beauty of the campus and welcomes guests and encourages students and employees.

1. Daily trash collection from all property,
2. Maintain and program irrigation systems,
3. Plants grass, flowers, trees, and shrubs,
4. Waters lawn and shrubs,
5. Operate commercial-size mowers, edgers, weed eaters, chain saws, blowers, backhoes, power washers, etc.
6. Sharpens tools such as weed cutters, edging tools, and shears.
7. Trims and edges around curbs, walks, flowerbeds, and walls,
8. Mows, fertilizes and cares for all turf and planted areas, including sports fields,
9. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs,
10. Cleans and repairs university streets and parking,
11. Under supervision and using prescribed safety standards, sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.
12. Rakes and bags leaves,
13. Spreads chemicals on public passageways to prevent ice buildup and shovels snow from walks and driveways,
14. Makes minor repairs on grounds department equipment, including lawn mowers, spreaders, edger, etc.

Minimum Requirements: Only applicants meeting the minimum qualifications below will be considered. The requirements that follow are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

A high school diploma or general education degree (GED); or one to three years directly related experience is required; or equivalent combination of education and experience. Must be able to read English and comprehend simple instructions. The employee must have his/her own vehicle to drive between duty assignments during the day and must be approved to drive University-owned vehicles and/or heavy equipment prior to being employed. Must maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Must maintain a driving record clear of multiple moving violations to remain in this job.

Application Procedure: To be considered, applicants must submit a Staff Employment Application (available at: www.hputx.edu), a letter of application addressing in detail how they meet the position requirements, a statement of Christian beliefs and their current resume' and letters of reference to:

> Katrina Lynn
> Business and Human Resources
> Howard Payne University
> 1000 Fisk Avenue, Suite 210
> Brownwood, TX 76801
> Phone: (325) 649-8031
> E-mail: hr@hputx.edu

Application Deadline: Until Position is Filled